

Position Description

Educational Supervisor – Specialist Refresher Program (SRP) for RANZCP Continuing Professional Development (CPD)



Background

The Specialist Refresher Program (**SRP**) is available to assist Fellows and Affiliates who are returning to practice following an extended period of absence from clinical practice. An SRP is a self-directed, tailored learning experience that will encourage the development of knowledge, skills and attitudes in professionals. It involves self review and reporting, to improve the psychiatrist's abilities to function in the workplace, and requires the engagement of an Educational Supervisor as outlined in this document.

Responsibilities/Role:

- Sign a Deed of Undertaking in Relation to Confidentiality and Conflict of Interest, and any contract that may be required by the RANZCP prior to the commencement of the program.
- Receive, with the SRP participant's consent, background information.
- Ensure that the privacy and confidentiality of information relating to the SRP is maintained.
- Be able to commit to up to, approximately, a six-month period¹ as a SRP educational supervisor.
 - Time commitment will vary depending upon the time the Supervisor feels necessary to dedicate to individual participants however is not expected to exceed approximately three hours per month comprising:
 - Monthly peer support meetings with a minimum commitment of one hour per meeting plus preparation time.
 - Develop, design and monitoring of participant performance development plans (average of one hour per month).
- Support allocated SRP participant to identify their learning goals.
 - Complete, with the participant, relevant sections of the SRP Mentoring Learning Agreement.
 - Help develop the learning plan, implement the portfolio and then monitor progress.
 - Provide support and guidance to participant progressing through the SRP.
 - Seek guidance and support from the CPD Manager / CCPD Chair as required.
- Evaluate participant's completion of the learning portfolio for advice to the CPD Manager and CCPD Chair.
 - Provide relevant reports within the set timeframes.
- Refer non-participation or unplanned withdrawal to the CPD Manager in a timely manner.
- Participate in any SRP evaluation as required by the RANZCP.
- Manage conflicts of interest in accordance with the RANZCP's Conflict of Interest Guideline.

¹ If withdrawal is unavoidable at least a month's notification is preferable.

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Selection Criteria:

- Ability to demonstrate knowledge and application of RANZCP SRP Policy and Procedure, the College's Code of Ethics and other relevant policies and procedures.
- Experience and demonstrated interest in mentorship and CPD, as evidenced in a curriculum vitae.
- Excellent communication skills and the ability to effectively communicate with participants.
- Capacity to commit to up to, approximately, a six-month period as a SRP educational supervisor.
- Commitment to the agreed learning goals and completion dates of the program.
- Willingness to be available to participants outside of scheduled supervision sessions.
- Unconditional registration with the Medical Board of Australia or the Medical Council of New Zealand as a specialist psychiatrist.
- Compliance with the RANZCP Continuing Professional Development Program.
- Current active Fellow or Affiliate status and compliance with the RANZCP CPD requirements. No perceived, potential or real conflict of interest that cannot be mitigated.
- Ideally either qualifications and experience in medical education, or experience in educational supervision, mentorship or supervision of trainees or peers.
- The preference is for a local educational supervisor. However, online participation is an option.

Selection Process:

- The Educational Supervisor may express, or may be invited to express, interest in the position.
- The Educational Supervisor may be nominated by a SRP participant and / or allocated a participant by the CPD Manager and / or the CCPD Chair (and at the participant's agreement as formalised by the contract between the Supervisor and the RANZCP).
- The appointment as Educational Supervisor is not limited other than by the currency of the relevant Selection Criteria and / or duration of the SRP as per the signed Learning Agreement and Plan.
- Where required, the applicant must be prepared to sign an agreement with the RANZCP regarding agreed learning goals and completion dates (including meeting times) of the program. In some cases this may be a contract including honorarium payments.

Reporting Relationships:

- The RANZCP CPD Team and Manager
- The CCPD, its Chair and parent Committee/s as appropriate
- The Membership Engagement Committee (MEC) as required

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Associated RANZCP Document/Sources of Information:

- Committee Meeting Operations Regulations
- SRP Policy and Procedure
- SRP Program Outline
- SRP Application Form
- SRP Learning Agreement and Plan
- SRP Completion form

Review:

This Position Description shall be reviewed five (5) years from the last review date.

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Authorising Body:	xx		
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